## Microsoft Word

# Intermediate Training Manual

Richard Giles Walters

### **Microsoft Word Intermediate Training Manual**

Julia Cox

#### **Microsoft Word Intermediate Training Manual:**

Microsoft Word Julia Cox,2003 This manual provides an introduction to Word 97 2000 and XP for blind or partially sighted users The text covers in depth procedures included in any other standard manuals for Word but describes only shortcut keystrokes or menu commands to carry out the tasks Microsoft 2010 Word level 2 Intermediate Yolandie Mostert,2014-01-13 Microsoft 2010 Intermediate Level 2 SAQA This book has been designed by a prof fesional trainer with 20 years experience in designing and presenting courses Easy step by step examples with pictures and exercises The following are explained in this book Numbering Tab stops Headers and footers Foot notes and End Notes Creating and changing and Formatting Tables Creating Templates Adding objects and pictures Linking data with Excel and Powerpoin

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